

CITY OF BURBANK

EMS NURSE SPECIALIST

DEFINITION

Under administrative direction, to develop, plan, coordinate, monitor, and evaluate the effectiveness of all Emergency Medical Services (EMS) activities for the City; coordinate the medical quality assurance program, educational activities, paramedic re-certification, and operational changes; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, coordinates, monitors, and evaluates the effectiveness of all EMS activities for the City; performs independent research, develops objectives, recommends, and implements policies, procedures, and operating standards for the EMS Program for compliance with and adherence to State and local mandates and standards; develop and conduct ongoing quality improvement process to review and analyze EMS Program needs, trends, and system effectiveness; recommend and implement EMS program changes; review, monitor, and revise training program content to ensure personnel meet standards; provides continuing paramedic education based on criteria established by the County of Los Angeles to fulfill re-certification requirements; evaluates paramedics under field conditions; identifies training needs; coordinates, schedules, facilitates and/or conducts, and evaluates training activities as needed; provides development and review analysis of medical projects including Standard Field Treatment Protocols (SFTP's); tracks and maintains records and generates corresponding reports evaluating the EMS program; investigates complaints and responds to inquiries regarding the EMS program; acts as liaison between the Burbank Fire Department and the emergency medical community, including local hospitals, the Los Angeles County Health Department, and applicable state agencies; provides leadership, coordinates, implements, and maintains a department-wide quality assurance program for EMT's and Paramedic's; provides updated information regarding public health issues and nuclear, chemical, and biological threat hazards as it relates to emergency responders; assist in the development, administration, and monitoring of the program budget; supervises, trains, and evaluates employees; recommends disciplinary action, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – the principles, procedures, goals, and responsibilities of a paramedic program; applicable State, County, and local EMS policies; administration of EMS quality assurance practices, procedures, and regulations; principles and practices of organization, management, and administration as applied to a municipal fire department/EMS programs; principles and practices of office administration, budgeting, supervision, training, performance evaluations, and public relations; modern office equipment and procedures including basic computer skills; proper English usage, spelling, grammar, punctuation, and report writing.
- Ability to – establish a comprehensive quality assurance program; plan, organize, schedule, assign, and evaluate the work of others; plan, organize, direct, and coordinate a paramedic/EMS program; collect, interpret, analyze, and evaluate program operation data and policies; make effective recommendations to revise programs, policies, and/or procedures; communicate

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effectively orally and in writing; follow written and oral directions; operate a computer; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education and Training: Graduation from an accredited college or university with a Bachelor's of Science Degree in Nursing. Education and experience shall be documented with at least 40 hours of training in teaching methodology in areas related to in methods, materials, and evaluation instruction such as: four semester units of upper division credit in educational materials, methods and curriculum development or equivalent or California State Fire Marshall (CSFM) Training Instructor IA, IB and IC, National Fire Academy's (NFA) Fire Service Instructional Methodology Course, National Association of EMS Educators "EMS Educator Course" or equivalent and five years' experience as a nurse within the EMS community and two years' experience as a MICN (Mobile Intensive Care Nurse) within the last three years.

Licenses and Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; California Registered Nursing License. All required licenses and certificates must be maintained throughout employment in this classification.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: MICN certification and a Master's Degree in Emergency and Trauma, Clinical Nurse Specialist, Quality Improvement or Educational Theory with focus on EMS.